

Guidelines for Authors

1	Welcome Note	1
2	Language	1
3	Preparing the Manuscript	1
4	Citations and References	2
4.1	Examples of Bibliography	2
5	Supplementary Files	2
6	Publication Fees	2
7	Membership Information	3
7.1	Librello Individual Membership	3
7.2	Librello Institutional Membership	3

1 Welcome Note

Thank you for considering Librello as a venue to publish your work. Librello has been founded as a not-for-profit society in Geneva, Switzerland. Our objective is to enhance the access to scientific knowledge through the publication of scholarly articles on our web-based platform. The entire content published in Librello's journals is freely accessible online immediately upon publication. Every submitted article goes through a fast yet rigorous peer review by experts. We are committed to our readers and authors to ensure high quality standards in publications for our journals. Please note that Librello is an association, and we only accept submissions from our members. You can find all important information regarding manuscript preparation and submission in the following document.

2 Language

Librello currently publishes articles in English only. Authors whose first language is not English are strongly advised to have their manuscript checked by an English native speaker prior to submission. Manuscripts with serious deficiencies in English may be returned without review.

3 Preparing the Manuscript

Librello welcomes the following types of manuscripts: Research Papers, Reviews, Communications, and Short Notes. Original manuscripts must be submitted in the format .odt or .doc., 12 pt times new roman, left aligned and with double-line spacing. Articles submitted to Politics and Governance must have 8,000-12,000 words. The first page must contain the tentative title, the list of authors (corresponding author must be identified) with their full affiliation (institution and postal address). Telephone and Fax numbers and e-mail address for the corresponding author should be given.

The **Title** should describe precisely and concisely the manuscript. It should be written in title case, i.e., all words should be capitalized, with the exception of prepositions, conjunctions and articles. The **Abstract** should not exceed 300 words. It should introduce the study, explain briefly the techniques and summarize the most important findings and conclusions. Below the Abstract, the author should list 4–10 **Keywords** alphabetically ordered.

Figures and **Tables** must be inserted in the manuscript after their first mention in the text. The header of the Tables and the captions of the Figures should be concise, while providing enough information for the reader. Please provide us with Figures in high resolution, suitable to be printed in the current size. If a figure has been published previously, the author must hold permission from the copyright holder to reproduce the figure before submitting the manuscript for publication.

4 Citations and References

Citations in the text should be done as numbers in square brackets, and the numbers must be ordered by the appearance in the text. The list of **References** must appear at the end of the manuscript, and the references must be formatted according to our style. For your convenience, you can download our style using the following hyperlinks for [End Note](#) or [Zotero and Mendeley](#). Footnotes are not allowed, notes must be cited in the text following the same rule as for references, and the notes must appear among the list of references.

4.1 Examples of Bibliography

Article

1. Author1 AB, Author2 AB. Title of the article. Journal Name. 2000;1(1):1-20.

Book

1. Author1 AB, Author2 AB. Title of the book. 3 ed. City, Country: Publisher; 2000.

Book Section/Chapter

1. Author1 AB, Author2 AB. Title of the section/chapter. In: Editor1 AB, Editor2 AB, editors. Title of the Book. 3 ed. City, Country: Publisher; 2000. p. 1-20.

Proceedings of Conference

1. Author1 AB, Author2 AB. Title of the section/chapter. In: Editor1 AB, Editor2 AB, editors. Title of the Book. 3 ed. City, Country: Publisher; 2000. p. 1-20.

Website

1. Author1 AB, Author2 AB. Title of the website. Available from: www.url.com (Assessed on 20 August 2000).

5 Supplementary Files

Supplementary Files can be uploaded in any file format during the submission process and will be made available to readers in their original format alongside the manuscript.

6 Publication Fees

Authors do not pay article processing charges, but need to be members of Librello or be affiliated to an institutional member in order to submit their manuscripts. The annual individual membership fee is set to CHF 150 (about 160 US Dollars) and allows the author to submit an unlimited number of manuscripts within a year to any of Librello's journals. If an article has multiple authors, at least five of the authors, including the corresponding author, must be members of Librello.

7 Membership Information

Librello was founded to democratize scientific knowledge. Our electronic journals offer unrestricted, unlimited, free access to any reader, with no subscription or registration required. Our members support the project through the payment of annual membership fees, allowing them to submit an unlimited number of manuscripts for consideration. All manuscripts undergo a meticulous and stringent peer review process, and only manuscripts deemed of sufficient quality and relevance will be accepted for publication. Our work goes beyond the organization of a fast, yet rigorous peer review and the archive of publications. For each journal we aim to publish the most relevant research and to guarantee the highest visibility of all articles by including our contents in the most important indexing and abstracting databases.

7.1 *Librello Individual Membership*

Membership is valid for one year and allows an author to submit manuscripts to all Librello's journals without any further costs or article processing charges. The membership fee is set at CHF 150 (about 160 US Dollars).

To become a member of Librello, an author simply creates a user account, registering in the website of the journal of his/her preference. Membership fees can be paid via PayPal within 48 hours of registration. If an article has multiple authors, at least five of the authors, including the corresponding author, must be members of Librello.

7.2 *Librello Institutional Membership*

Institutions interested in supporting open access and increasing the proportion of their publications available to the broad public are welcome to join Librello's institutional membership. The institutional membership benefits all affiliated researchers with the possibility of unlimited submission, and can be pursued by an annual flat fee based on the number of academic and research staff of the institution.

For a membership quote please contact us at membership@librelloph.com.